

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**January 4, 2007**

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<b>TITLE:</b>	Pharmacy Assistance Section Supervisor
<b>POSITION NO:</b>	11734
<b>LOCATION:</b>	Health Resources Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	17
<b>STARTING SALARY:</b>	\$40,321 annually is entry-level salary
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** Applications may be returned to any local Job Service Office, or applications may be faxed directly to Human Resources (406-444-0262) or sent directly to DPHHS, Human Resources office, PO Box 4210 (111 Sanders, Room 202), Helena, MT 59604. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, January 19, 2007.** For further information visit the DPHHS internet site: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**TYPICAL DUTIES:** This position is responsible for the management and leadership of the Pharmacy Assistance Services Section located within the Acute Services Bureau. This position oversees the Pharmacy Assistance programs, which include the Big Sky Rx program, Pharmacy Discount program, PharmAssist program and the Prescription Drug Education program. Activities conducted in the section include policy development; provider network development and maintenance; client enrollment; client and provider outreach; quality assurance; systems development and maintenance; federal and state compliance; claims adjudication; data analysis; and grievance resolution. This position supervises seven employees.

**KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledges:** Knowledge of pharmacy benefit management and design principals and practices; general management principals; budget preparation and healthcare reimbursement principles; managing information systems; project management concepts; personnel management and supervision theories and practices including, performance evaluation, labor-management relations, state personnel regulations, manpower planning and utilization.

**Skills:** Skill in organizational, time and crisis management; and in problem solving.

**Abilities:** Ability to plan, supervise, direct and support activities for a group of professional personnel; present ideas

clearly, concisely and effectively; communicate effectively, both verbally and in writing; establish effective working relationships with department staff, federal, state and county agencies, consumers, medical providers, contractors, legislators and the media; and to deal successfully with individuals and groups of all types.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in a business related field (i.e. accounting, financial management, public or health administration) **AND** three years of supervisory experience (personnel management) managing related healthcare projects or programs **OR** a Master's degree in a business field (i.e. accounting, financial management, public or health administration) or a health related field **AND** two years of supervisory experience (personnel management) managing related healthcare projects or programs **OR** an Associate's degree **AND** six years of supervisory experience (personnel management) managing related healthcare projects or programs. Equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604;**
4. Supplemental Questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card

along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Pharmacy Assistance Section Supervisor  
Position: #11734  
Location: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please provide a narrative summary of your professional management experience. Please include the types of management roles you have filled, the length of time in each role and the number of persons supervised. Limit your response to no more than two type written pages and do not refer back to your resume or state application.
2. Describe your supervisory philosophy and what you do to implement that philosophy on an on-going basis. Limit your response to no more than two typewritten pages and do not refer back to your resume or state application.
3. What are the two most important lessons you have learned being a supervisor? Limit your response to no more than two typewritten pages and do not refer back to your resume or state application.